



# south shore art center

## Exhibition Application Form + Checklist

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please include all information on this checklist. (Incomplete applications will not be reviewed.)**

### Exhibition Proposal Form

**1 Copy of the Curator/Organizer's Statement of Concept** (1–3 pages total). Begin the statement with a one-paragraph summary of the curatorial intention of the show. It should address how each of the artist's work relates to the central concept. Inclusion of images of 'actual' work is encouraged. Artists whose images have been submitted must have agreed to participate prior to submission. **SSAC does not encourage "Pre-Juried" proposals but requires an Organizer to assemble a cohesive grouping of works. One-person shows are rarely approved.**

**Resumes and References:** Include one copy each of the resumes, biographies, artist statements of the curator(s)/organizer(s) and each of the participating artists. Curators/Organizers will also submit contact information from three professional or academic references.

**1 Copy of the Image List** Digital submissions on CD/USB flash drive/PDF. Publications are also helpful as supporting information. Image lists are available for download from our website. The image list must correlate exactly with the digital images. Image list may be a typed word document, but must follow exact order of the information below.  
**Include information for each work in this order:**

- Artist's Name + Image Number
- Title of work
- Year
- Medium
- Dimensions (Height is always first x Width x Depth)
- Price (Retail) SSAC receives 40% of the purchase price.

**IMAGE REQUIREMENTS: Digital images on CD or USB flash drive or as PDF.**  
**Images:** A maximum of 80 images per proposal will be accepted/reviewed. Please submit images labeled with the curator's name and the title of the proposed exhibit. The CD/flash drive/PDF must be viewable both on MAC and PC. Label with the artist's last name first, then 01, 02, 03, etc. **(for example: lastname\_01\_img Title)**  
This numbered list must correlate exactly with the typed image list. Image format must be jpeg, 300 ppi, max vertical size of 8 inches or max horizontal size of 10 inches.

### Deliver or mail this form and completed applications to:

South Shore Art Center • 119 Ripley Road • Cohasset, MA 02025

### Reviewed by

\_\_\_\_\_

Executive Director                      Committee Member                      Committee Member                      Date

**Review Results** \_\_\_\_\_



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## Guidelines

## Deadlines: April 1 & October 1

### CALL FOR PROPOSALS/GUIDELINES:

South Shore Art Center enriches the communities south of Boston by engaging artists and by fostering an understanding and appreciation of the visual arts through exhibitions and education. Artists/Curators/Organizers may propose exhibitions consisting of one or several media, and are encouraged to consider including gallery talks, performance, music, poetry or related arts. Curators/Organizers who are artists themselves may include their work in the exhibition, but it should not be the central focus. Exhibitions generally run 6 weeks. **(One-person exhibitions are rarely approved except under extraordinary circumstances. Pre-Juried exhibitions are not encouraged.)**

**CHECKLIST:** (Please review that all required materials are gathered)

- Exhibition Proposal Form**
- Curator/Organizer's Statement of Concept**
- Resumes and References**
- Image List**
- Digital Images**

**CURATED EXHIBITIONS:** The curator/organizer will select a group of artists and submit 3–8 images per artist of recent work (within 3 years) representative of the theme and focus of the exhibition. The curator/organizer will be responsible for submitting the proposal, organizing the exhibition, and coordinating all contractual activities with SSAC. Exhibition installation will be managed by SSAC.

1. Description of the exhibition with a statement of the underlying concept is required. The committee will look for a coherent central theme in the proposal. Since a major focus of the SSAC's mission is educational, we encourage proposals that include educational components such as; panel discussions, gallery talks and/or related educational presentations.
2. Current resumes of the curator and/or artists should accompany the proposal.
3. Digital images on CD/USB flash drive/PDF must accompany the proposal.
4. Curators/Organizers are encouraged to seek outside funding/sponsorship.

### Art Sales:

South Shore Art Center receives 40% of the purchase price.

### The Art Center provides:

- printing and postage of a postcard invitation
- advertisements and listings in Art New England and Artscope
- gallery signage
- exhibition installation
- press release
- email blasts
- insurance of work on-site
- price list and binder with supplied information

### The Art Center does not provide (or pay for):

- transportation of artwork to or from SSAC
- unusual installation construction
- transportation or accommodations for artists

### Criteria

- **Quality of the work to be shown**
- **Clarity and power of the exhibition concept**

Exhibitions should have an articulate central idea convincingly presented by the work shown. The statement of concept expressing the central idea should accompany the proposal.

- **Educational component**
- **Capability of the curator to carry out the project**

This includes assuring timely delivery/pickup of artwork, press materials and artist statements.

- **Review of Applications**

Applications are reviewed by a committee of professional artists, educators, and SSAC staff. The committee reviews the application and support materials for the quality of work, educational potential, and clarity. A studio visit may follow.



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## Exhibition Image List

Curator/Organizer(s) name(s): \_\_\_\_\_

Phone No. & email: \_\_\_\_\_

Exhibition Title: \_\_\_\_\_

Please print this form, fill it out clearly and accurately, and submit with your digital images. You may submit as many pages of this form as needed to accommodate the number of slides/images submitted. *Please make a copy of your completed image list for your records.*

Image No.: \_\_\_\_\_ Artist: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Medium: \_\_\_\_\_  
 Dimensions: H: \_\_\_\_\_ x W: \_\_\_\_\_ x D: \_\_\_\_\_  
 Retail Price: \_\_\_\_\_

Image No.: \_\_\_\_\_ Artist: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Medium: \_\_\_\_\_  
 Dimensions: H: \_\_\_\_\_ x W: \_\_\_\_\_ x D: \_\_\_\_\_  
 Retail Price: \_\_\_\_\_

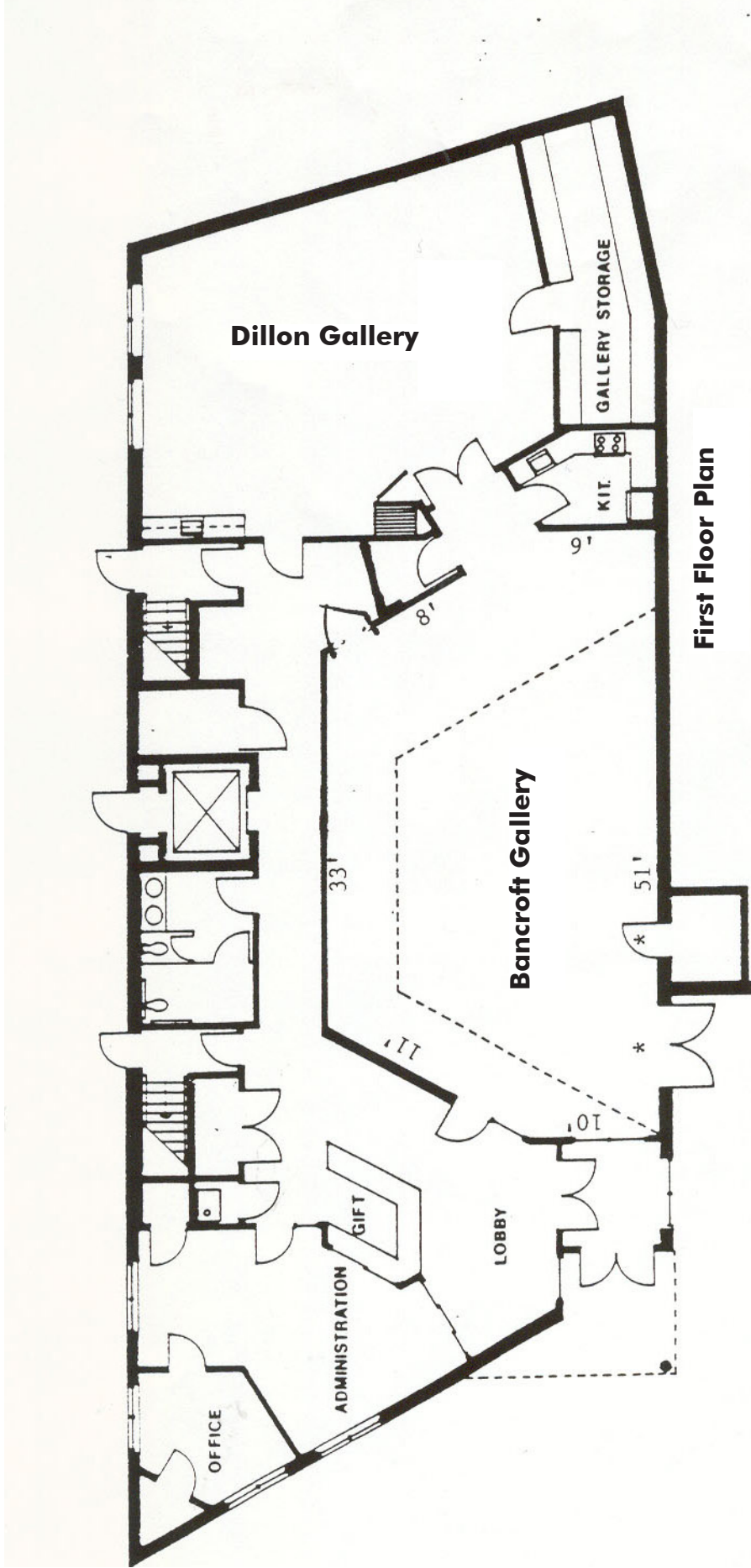
Image No.: \_\_\_\_\_ Artist: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Medium: \_\_\_\_\_  
 Dimensions: H: \_\_\_\_\_ x W: \_\_\_\_\_ x D: \_\_\_\_\_  
 Retail Price: \_\_\_\_\_

Image No.: \_\_\_\_\_ Artist: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Medium: \_\_\_\_\_  
 Dimensions: H: \_\_\_\_\_ x W: \_\_\_\_\_ x D: \_\_\_\_\_  
 Retail Price: \_\_\_\_\_

Please make more copies as needed.



**south shore art center**  
119 Ripley Road, Cohasset, MA 02025



**SSAC is a non-profit organization offering:**

- Exhibition Program
- Courses and Workshops for Adults and Children
- Visiting Artist Program
- Outreach